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Report for Week Ending 1 April 1959  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 32 actions requiring the printing of 365,900 copies or sets of blank forms.
- (2) Two new and seven revised forms were approved.

b. Intangible

- (1) Designing a Code Sheet for the Insurance Branch/OP which will be used for machine runs on statistics on Mutual, UBLIC and WAEPA Insurance. This machine run will:

- (a) Provide a method for recording collection of premium payments from Agency personnel and disbursements to the Underwriters in a manner which will facilitate balancing individual records of premium payments with the general ledger control accounts each month.

- (b) Provide the Insurance Branch with statistics on Mutual UBLIC and WAEPA.

- (c) Combine the present "bootleg" Code Sheet used for UBLIC with information needed for WAEPA and Mutual. [REDACTED]

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- (2) Briefed [REDACTED] Records Center, on the FMB functions. [REDACTED]

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- (3) [REDACTED] and the OS representative, Mr. [REDACTED] conducted [REDACTED] on a tour of the New Building Site. We explained the procedures, systems and forms used in the security processing and badging of personnel working at or visiting the site.

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Subsequent to this visit, we were asked to revise the Biographic Data form to meet Gen. Cabell's desire for additional data.

We were asked yesterday to assist in revising the badge color scheme for superstructure contractual employees. [REDACTED] is attending a meeting today with the Contractor's representatives and the OS to consider this problem. [REDACTED]

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- (4) The Office of Personnel has initiated a survey of forms used in the personnel administration of Agency employees. The survey is being conducted to determine the current status and effectiveness of these forms and if there are any duplications or obsolete forms which should be rescinded or revised.
- (5) Evaluated Suggestion No. 58-57 concerning changes in the Agency Information Report forms. Although the suggestion was not adopted per se, it did stimulate improvements estimated to have dollar savings of 4,650.00 [redacted]
- (6) [redacted] has been assigned to work with [redacted] on the expediting of Information, (S) and OCR Reports through the Special Printing Branch.

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## 2. Assignments - Active

- (1) Five new and 16 revisions.
- (2) Three Employee Suggestions.
- (3) Revision of Dispatch Forms. DD/P still has the package of comments, complaints and suggestions concerning the Dispatch forms under advisement. They plan to take necessary action in the near future. [redacted]
- (4) Teletype Dissemination Information Reports and Systems.

Proposals for improvement in forms and systems still under consideration by DD/P.

[redacted] is experimenting with a Flexowriter punched tape system. [redacted]

- (5) Uniform Information Reports. Due to a Navy Regulation against use of legal size forms, the Navy representative is having trouble selling the 8" x 14" form size. I plan to submit evidence, in the form of a memorandum of agreement, that Navy had previously agreed to use the legal size Information Report. [redacted]

- (6) Agency Chain Envelope. [redacted]

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## 3. News

[redacted] Chief, Planning and Coordinating Staff/00, complimented us on the Courier Receipt Form-Envelope System and its effect in eliminating logging operations. He also mentioned that some offices are continuing to misuse the form and offered to cite examples. We asked him to do so and promised that we would correct by visits to offending offices. [redacted]

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Weekly Report for Week Ending 1 April 1959  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

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a. Filing Equipment

OP/Contract Personnel Division  
OP/Records Services Division  
OCR/Library  
Security/Building 13  
EE/DDP  
RE/DDP

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OO/Contact Division

No change from previous report.

The ARO in OO/Sovmat Staff reported that the Staff was releasing one safe to stock as a result of revamping and consolidating files in the area.

b. Records Systems

None

c. Records Schedules

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OO/FDD  et al)

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delivered a portion of the revised schedule to the ARO for review. He discussed with the ARO a possible cut off for the permanent files of FDD reports and index cards retained in the Division. The ARO felt that no cut off and retirement of those records was possible at this time. Remaining portion of the schedule is being typed.

d. Special Projects

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OSS Records/RI

The inventory continues.

Support Staff Records/DD/P

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Survey continues in PP area.

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Review of Clerical Training in Filing [ ]

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Issuance of [ ] Subject-Filing; as unclassified publication.

Revised draft of manual approved by C/RMS

Copy submitted 31 March to [ ] OL/Printing Services, who estimated 3 weeks required for printing.

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Continued work on improvement of training aids, practice and test materials.

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3. Vital Materials [ ]

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[ ] visited the Department of State relocation site with Mr. Patterson, the State Department Vital Materials Program coordinator.

A meeting was held with members of the Joint Chiefs of Staff and the AG Department of the Army to review their VM programs. Reports of these meetings will be found in our Vital Materials files.

Arrangements have been made to use an Agency bus to transport 17 newly appointed members of the ORR relocation team [ ] for a briefing at the Repository.

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Microfilming of Vital Materials documents --

Commo - completed

OCR/GR - continuing

OCR/IR - began this week.

4. News

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[ ] attended a Stock Management Seminar/OL

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Friday afternoon. [ ] of Stock Management conducted the seminar, the theme of which was "Stock Control".

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[ ] Office of General Counsel, called to say she intended to review OGC record holdings in the Center for possible downgrading and/or destruction of the top secret documents. This review will be done in her office as boxes are recalled for other members of her Staff who are doing a research and study of General Counsel functions.

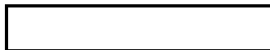
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from




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1. Contributions

Evaluated Employee Suggestion 59-284, Pencil Addressing of Envelopes to Permit their Reuse. REcommended nonadoption.

2. Assignments - Active

- a. Courier Receipt and Chain Envelope - Investigated a complaint by the Medical Staff on the use of the Courier Receipt. Clarified its use as an outgoing log. Continued to receive requests for copies of instructions on using the receipts and envelopes. Six offices have been sent a total of 90 copies.
- b. Graphics Register Film Index.
- c. Overnight Storage Box - Diebold, Inc., reported a tentative estimate of \$8.00 for the hinged-top design in lots of 500 to 1,000 units.
- d. DD/P Records Management Training Program - Continued briefing  on the overall Program.
- e. Revision of RMS Position Descriptions - Completed rewrite of my description.

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on



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[redacted]  
report for  
Week Ending Wednesday, 1 April 1959

CONTRIBUTIONS

None.

ASSIGNMENTS

ACTIVE

Audit of FDD Files

Proof read new Schedule and Delivered it to FDD-ARO for review  
Made physical inventory at FDD of filing equipment  
Rita and I reviewed inventory, Dave and I are compiling cost value of eqt.  
Discussed with FDD-ARO possibility of cut off for some FDD records  
(She said it is not possible at this time)(some are over 15 years old)  
Transmittal and recommendations are being drafted.

Service Calls Processed by Records Center

Recommended to [redacted] read report 25X1  
He agreed and gave it to them. They liked it. I talked to [redacted] about it.

INACTIVE

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File Cleanup Campaign  
Sorting Equipment Booklet  
Special DD/P Files Project  
Revision of HB 40-150-1  
Analyst Files Project

TRAINING

External Training --- None.

No class in Office Mgt. this week - Amer. Univ. Easter Recess.

NEWS

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Informed [redacted] of DD/P that for the file folders he thought he wanted  
Remington Rand wanted \$1 each. He lost interest instantly.  
(This was a heavy file folder with two separator inserts attached inside  
and with Acco fasteners inside covers and on inserts-Twinpakt, No. 50588RP.)

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